

Minimum Standards for Aeronautical Services



Wichita Airport Authority

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Purpose of Minimum Standards

- Establish the threshold entry requirements to engage in Commercial Aeronautical Activities
- Ensure that all businesses are not exposed to unfair competition; keep the playing field level for all
- Protect the flying public from unsafe or inadequate or substandard services and facilities
- Protect the public interest and ownership of the Airport System
- Help the Airport System maintain its financial self-sustainability
- Provides for orderly development of Airport System property

Purpose of Minimum Standards is to Encourage, Promote & Ensure:

- The delivery of high quality aeronautical services and products
- The design and development of quality facilities and improvements
- Safety and security by preventing unauthorized service providers
- The economic health of Airport businesses
- The consistent establishment of policy to avoid conflicts of interest and politically motivated pressures
- Formalized baselines for lease development
- Fostering of mutually beneficial landlord/tenant relationships by maintaining financially equitable treatment

Application of Minimum Standards

- Applies to all persons conducting Commercial Aeronautical Activities as well as Non-Commercial Private Hangar Operators
- These are “minimum” requirements, and all Operators are encouraged to exceed the standards
- These standards shall not affect or modify any current agreements in effect with Operators on the Airport
- If an Operator wishes to modify an existing agreement, or if an existing agreement is being extended, then compliance with these standards may be required as a condition of approval
- These Minimum Standards are not all-inclusive; Operators will be subject to additional laws, regulations, ordinances, and codes that may apply to their operation, construction, maintenance of facilities, or services provided
- Exceptions or variances to the standards may be approved under special conditions and in unique circumstances that don't adversely affect public health or safety, Airport finances or operations, or violate any Governmental Requirements or FAA Grant Assurances. Such variances shall not amend or alter the Minimum Standards
- These Standards do not apply to the WAA, to certificated air carriers operating from the Airport, to entities engaged in government Emergency Public Safety Services, or to individual persons operating aircraft on the Airport who perform services on their own aircraft with their own regular employees

Activities Covered by Minimum Standards

- No one can conduct business on the Airport System without an agreement or permit with the Airport Authority
- Any entity desiring to conduct Aeronautical Services (other than airlines) must meet Minimum Standards
- What is an Aeronautical Service?
Any activity or service which relates to the operation of aircraft, such as:
 1. Sale of aviation fuels and lubricants
 2. General Aviation passenger and crew support services
 3. Aircraft parking, hangaring, and ramp services
 4. Aircraft Airframe and Powerplant maintenance
 5. Avionics, instrument, or accessory maintenance
 6. Aircraft rental
 7. Flight training

Aeronautical Services (cont.)

8. Aircraft charter or Air Taxi
9. Aircraft sales
10. Air Ambulance
11. Aircraft management
12. Aerial photography
13. Aerial spraying and agricultural services
14. Aerial advertising
15. Aerial surveying
16. Private flying clubs
17. Non-Commercial Private Hangars
18. Airline passenger and ground handling
19. Airline line maintenance
20. Airline fueling
21. Any other activity which has a relationship to aircraft operations

Primary Definitions

- **Fixed Base Operator (FBO)** means an Operator which provides (at a minimum) :
 1. Sales of aviation fuels and lubricants
 2. Transient and long-term Aircraft storage hangars and ramp tie-downs
 3. Aircraft ground and line services
 4. Passenger, crew and ground support services and amenities
 5. Aircraft Airframe and Powerplant Maintenance services
 6. Disabled aircraft recovery services
 7. All services but major aircraft maintenance must be provided 24/7

Primary Definitions (cont.)

- **Specialized Aviation Service Operator (SASO)** means an Operator which provides any one or a combination of the following:
 1. Aircraft and powerplant maintenance
 2. Specialized repair services, such as Avionics, instrument, propeller , accessories, upholstery, interiors, painting, etc.
 3. Aircraft rental
 4. Flight training
 5. Aircraft sales
 6. Air Taxi and aircraft charter services; aircraft management operator
 7. Commercial Hangar rental
 8. Other specialized services

Application Process

To initiate operation of an Aeronautical Service on the Airport System, a prospective Operator must submit a written application to the Director. The application must include, among other things:

- Detailed description of the intended scope of services
- Proposed facility needs and schedule of construction
- Business plan which includes an analysis of current business activity at the Airport that is targeted by the proposal
- Initial marketing plan
- Description of company and financial investors
- Statements of financial and managerial responsibility and capability, including resumes of principals and current credit reports of the entity
- Experience in providing the proposed services

Denial of Application

An application may be denied for one or more reasons, including, but not limited to, the following:

- Applicant does not meet qualifications and standards
- Activities will create a safety hazard
- WAA would be required to expend funds, and/or supply labor and materials
- Project would result in a financial loss or hardship to the Airport System
- No appropriate space is available
- Use doesn't comply with Airport Master Plan or Layout Plan
- Operation or development would result in congestion or interference with other Airport tenants or activities
- Applicant has misrepresented or omitted material facts or failed to make full disclosure
- Applicant has a record of violating any airport rules or aviation regulations, or has a criminal history
- Applicant has defaulted in any agreement with WAA or other airports
- The activity could be detrimental to the Airport System
- The applicant seeks terms which are inconsistent with Airport policies

Denial of Application (cont.)

An application may be denied for one or more reasons, including, but not limited to, the following:

- The applicant's interests and/or the proposed activity is inconsistent with the Airport System's mission and purpose, goals, or objectives, or any policies, laws or regulations, or FAA grant assurances
- The applicant is unable to obtain proper bonds or insurance to protect the WAA
- The applicant does not exhibit adequate financial responsibility or capability to undertake and successfully continue the proposed activity
- The applicant does not exhibit the experience to undertake the proposed operation

Miscellaneous Standards

Airport Design Criteria

- All construction of improvements and infrastructure initially and thereafter must conform to the WAA Design and Development Guide, WAA Policies, WAA Standard Operating Procedures, FAA standards and regulations, and City ordinances, regulations and codes, and those of any other authorities having jurisdiction over the Airport System, the premises or the operations of the WAA or Operator
- All construction must receive prior written approval of the WAA after completing the WAA design review process
- Proper bonds and insurance coverage shall be maintained during construction

Miscellaneous Standards

Stormwater and Drainage

- Leaseholds shall be sufficiently sized to include all required improvements, including any on-premises water quality or drainage improvements necessary to comply with applicable regulations and the Airport Stormwater Pollution Prevention Plan (SWPPP)
- All stormwater detention facilities shall be constructed and maintained at Operator's expense
- Exception would be if the leasehold is in an area of the Airport which already has adequate stormwater drainage facilities and the leasehold is permitted to use that facility
- Drainage and detention facilities shall be designed in accordance with WAA and FAA guidelines, and shall not create a wildlife attractant

Miscellaneous Standards

Aircraft Parking Ramps/Aprons

- Shall be concrete paved in accordance with WAA and FAA design guidelines for largest aircraft anticipated to use the ramp
- Shall be sized sufficiently to accommodate the movement of aircraft into or out of any hangars, tie-down areas, or parking areas without interfering with the movement of aircraft in and out of other facilities and/or aircraft operating to/from/on taxilanes or taxiways
- Ramps associated with hangars shall generally be no smaller than 1.0 times the square footage of the hangar bay, unless specified otherwise in a specific standard

Miscellaneous Standards

Vehicle Parking

- Shall be located on Operator's leasehold in close proximity to main facility
- No on-street parking permitted
- Shall be paved with curb/gutter and proper drainage
- Shall be in an amount sufficient to accommodate all of Operator's (and subtenant) customers and employees, visitors, vendors, & suppliers; or to comply with City Codes (whichever is greater)
- All driveways ,and access points for fuel truck or other large vehicle deliveries, shall be paved with concrete

Miscellaneous Standards

- “Through-the-Fence” activities are prohibited, other than for existing aircraft manufacturing tenants
- The granting of rights and/or privileges to engage in Commercial Aeronautical Activities shall not be construed as affording any Operator any exclusive rights (other than use of land or facilities leased)
- The presence on the Airport of only one entity engaged in a particular activity does not indicate that an exclusive right has been granted by WAA
- The opportunity to engage in an activity shall be made available to any entity meeting the qualifications and standards set forth, and as space may be available and consistent with the current and planned uses of the Airport, and is in the best interest of the WAA

Miscellaneous Standards

- Operators shall comply with the Airport's Security Program and Airport Certification Manual provisions at all times
- Operators shall hold the WAA harmless from any fines or penalties levied against the WAA as a result of any action or inaction of Operator or its customers, etc.
- Operator shall develop and maintain a security program that has been approved by WAA

Minimum Insurance Requirements

- All Operators shall defend, indemnify and hold harmless the WAA and City
- All Operators shall obtain and maintain in effect at all times at least the minimum levels of insurance specified in an Agreement or Permit and shall name the WAA and City as additional insureds
- Such insurance shall include, as appropriate to the activity:
 - Commercial Comprehensive General Liability (CGL)
 - Vehicular Liability
 - Hangar Keeper's Liability
 - Environmental Liability
 - Products Liability
 - Aircraft and Passenger Liability
 - Fire and Casualty for facilities
 - Other required insurance coverage pursuant to state law
- Specific amounts of minimum insurance coverage may be modified by WAA periodically upon the advice of its risk management agents
- Currently, the minimum amount of CGL acceptable for an FBO is \$10 million; for other Operators the minimum is \$1 million; for Aircraft Charter/AirTaxi the minimum is \$5 million
- For FBO vehicles operating on the Aircraft Operations Area (AOA), the minimum vehicular insurance is \$5 million; for non-AOA areas, the minimum is \$1 million
- Hangar Keeper's Liability for certain SASOs is dependent upon the Aircraft Group size accommodated; for FBOs, the minimum is \$5 million per aircraft and \$20 million per occurrence
- Environmental Liability for FBOs and Non-Commercial Private Hangar Operators doing fueling is \$1 million

Fixed Base Operator Services Required

- Sale of aviation fuels (Jet-A & AvGas) and lubricants
- Aircraft line services and support
- Aircraft ramp and tiedowns
- Indoor aircraft storage
- Passenger and crew support services and facilities
- Office space, flight planning area, waiting area, restrooms, passenger & crew lounges, conference rooms, pilot supplies, food & beverage vending
- Aircraft airframe and powerplant repair (A&P) services certificated under FAR Part 145 and parts sales

Fixed Base Operator

Additional (Optional) Permitted Services

- Aircraft sales
- Aircraft charter and Air Taxi (Part 135) operations
- Avionics, instrument, or propeller repair
- Flight training
- Aircraft rental
- Air ambulance
- Other commercial operations that are approved by WAA which are complementary and/or supportive of aviation activities

National FBO Standards & Wichita Comparisons

KEY DEVELOPMENT ITEMS	US AIRPORT SURVEY AVERAGE	WICHITA FBO AVERAGES	WICHITA HIGH	WICHITA LOW
Total leasehold size	238,415 SF (5.47 acres)	533,608 SF (12.25 acres)	1,042,431 SF (23.93 acres)	233,000 SF (5.35 acres)
Storage hangar size	19,406 SF	135,466 SF	181,550 SF	60,000 SF
Maintenance hangar size	9,885 SF	Combined above	Comb.	Comb.
Ramp size	148,433 SF	267,686 SF	556,800 SF	131,727 SF
Customer Lounge size	4,371 SF	Combined above	Comb.	Comb.
Jet-A Fuel storage capacity	18,500 gallons	Shared	Shared	Shared
Avgas Fuel storage capacity	11,000 gallons	Shared	Shared	Shared
Liability Insurance required	\$7.3 million	\$10 million	\$25 million	\$5 million

The 3 ICT FBOs share the common bulk fuel plant which has 150,000 gallons of Jet-A and 50,000 gallons of AvGas.

Fixed Base Operator

Minimum Facilities Required

- **Leased ground:** 217,800 SF (5 acres)
- **Hangars:** 30,000 SF of hangar dedicated to the storage of aircraft; no single hangar less than 8,000 SF
- **Hangars:** 10,000 SF dedicated for aircraft repair and maintenance, including space for shops and parts storage
- **Aircraft parking:** 130,680 SF of paved ramp/apron and tiedowns with taxi-out capability and sufficient taxi clearance in accordance with FAA guidance
- **Terminal, lobby & customer space:** 5,000 SF

Fixed Base Operator

Minimum Fuel Facilities & Equipment Required

- **Fuel Farm storage facilities**
 - Above ground tanks located on the FBO leasehold:
 - Jet A – 20,000 gallons, or 3 days peak supply, whichever is greater
 - AvGas – 10,000 gallons, or 3 days peak supply, whichever is greater
 - JP – as required by the military or government (if providing military fuel services)
- **Mobile refueling vehicles**
 - Jet A – 2 trucks with 2,000 gallon capacity each, plus 2 with 5,000 gallon capacity each if fueling airlines
 - AvGas – 1 truck with a capacity of 750 gallons
 - JP – 1 truck with a capacity of 2,000 gallons (if providing military fuel services)
 - Jet A trucks must have over-the-wing and single point capability
- **Fuel provided must be from a nationally-recognized brand**
- **Self-service fueling islands are permitted in addition to mobile service**

Fixed Base Operator

Minimum Services & Equipment Required

- Must be open to the public and have line services available 24 hours daily
- Adequate equipment for moving/towing of aircraft of max size expected to be serviced
- Major Aircraft maintenance services available weekdays from 0800-1700; on-call within 2 hours
- Disabled aircraft recovery services must be available 24 hours, with on-call after hours within 2 hours
- Provide oxygen, nitrogen and compressed air; lavatory services; aircraft ground power and AC units; deicing; engine pre-heating, etc.
- Provide courtesy local transportation for crews and passengers
- Have available arrangements for rental cars and catering

Miscellaneous FBO Requirements

- Must have experience in operating a full-service FBO at another airport similar in levels and types of service and traffic as ICT
- FBO shall be certified as an FAA Repair Station under FAR Part 145
- FBO shall provide major Aircraft Maintenance service on airframes, powerplants, and associated systems for business jet aircraft normally using the Airport
- FBO shall be able to provide Aircraft Line Maintenance service for turbojet aircraft up to 100,000 pounds max takeoff weight
- An FBO may be permitted to subcontract the required Aircraft Maintenance service or any optional service through a sublease of its facilities to an Operator (SASO), with prior WAA approval

Aircraft Maintenance Operator (SASO)

- A Commercial Operator engaged in providing maintenance services to the public and for aircraft not owned or operated by the Operator
- Includes the sales of aircraft parts and accessories
- Minimum facility requirements can be met either through a sublease with an FBO, or by direct WAA lease as below:
 - Leased land: 43,560 SF (one acre)
 - Hangar: 10,000 SF
 - Aircraft apron: 15,000 SF
 - Customer & Administrative Area: 600 SF
 - Maintenance Area, Shops & Parts Storage: 1,000 SF
- Licenses: Shall be FAR Part 145 certificated Repair Station
- Hours of operation: Minimum of 8 hours weekdays, with 2 hours on-call response for after-hours
- Personnel: At least one (1) FAA-licensed Airframe and Powerplant mechanic, with one holding an Inspection Authorization (IA) certificate if the shop performs 100 hour, annual, or phase inspections

Aircraft Charter/Air Taxi or Aircraft Management Operator (SASO)

- Engages in on-demand common carriage of persons or property as defined in FAR Part 135, or operates in private carriage as defined in FAR Part 125 with its own fleet of aircraft
- Or, engages in the business of providing (to the public) aircraft management services for aircraft not owned by Operator, including, but not limited to, flight dispatch, flight crews, or aircraft servicing coordination, and storage; can include fractional ownership arrangements
- Facility requirements can be met either through a sublease arrangement with an FBO, or by direct lease with the WAA as below:
 - Leased land: 32,670 SF (0.75 acre)
 - Hangar: 5,000 SF
 - Aircraft Apron: 7,500 SF or sufficient to handle size of fleet
 - Customer & Administrative Area: 1,250 SF to include air conditioned space with restrooms and public lounge, offices, cargo & luggage storage
- Aircraft: At least one (1) certified and continuously airworthy multi-engine or single-engine turbine all-weather aircraft owned or leased by Operator
- Personnel: One (1) Chief Pilot for air taxi/charter, plus one current commercial pilot, plus at least one customer service/dispatch employee per shift
- Hours of operation: Available to meet the reasonable demands of the public

Avionics, Instrument, Accessory and/or Propeller Maintenance Operator (SASO)

- A Commercial Operator which engages in the business of maintenance, alteration, or sale of one or more items described in FAR Part 43 (e.g., aircraft radios, electrical systems, propellers or instruments)
- Minimum facility requirements for Operators performing more than benchwork (i.e., removal and replacement is performed) can be met either through a sublease with an FBO, or by direct WAA lease as below:
 - Leased land: 43,560 SF (one acre)
 - Hangar: 10,000 SF
 - Aircraft apron: 15,000 SF
 - Maintenance Area, Shops & Parts Storage: 1,500 SF
 - Customer & Administrative Area: 600 SF
- Hours of operation: Minimum of 8 hours weekdays
- Licenses: Shall hold appropriate FAA Repair Station and FCC certificates
- Personnel: Sufficient licensed technicians and customer service personnel to meet customer demand

Aircraft Rental and/or Flight Training Operator (SASO)

- An Aircraft Rental Operator is a Commercial Operator engaged in the rental of aircraft to the public
- A Flight Training Operator is a Commercial Operator engaged in the provision of flight instruction to the public in fixed and/or rotary wing aircraft, and related ground school
- Minimum facility requirements can be met either through a sublease with an FBO, or by direct WAA lease as below (if hangar desired):
 - Leased land: 21,780 SF (one-half acre)
 - Hangar: 5,000 SF
 - Aircraft apron: 7,500 SF
 - Classroom, Administrative, & Customer Area: 2,000 SF
- Personnel: At least one (1) flight instructor with the appropriate ratings to provide instruction for an instrument rating (CFII)
- Licenses: Flight schools are encouraged to hold FAR Part 141 certificates
- Aircraft: At least two (2) owned or leased continuously airworthy single engine aircraft, one of which is capable of instrument flight instruction
- Hours of operation: Minimum of eight (8) hours daily, five (5) days per week
- Flight Training Operators shall provide adequate mock-ups, audio/visual, and simulation training aids to provide effective ground school instruction

Aircraft Sales Operator (SASO)

- Engages in the business of selling new and/or used aircraft through franchises, or licensed dealership or distributorship (either on a retail or wholesale basis) of an aircraft manufacturer or otherwise, and provides such repair, services, and parts as necessary to meet any guarantee or warranty of aircraft sold
- The Operator may either sublease space from an FBO, or lease directly from the WAA in order to provide sufficient space for:
 - aircraft ramp to accommodate its inventory of aircraft
 - Air conditioned space for salesroom, offices, restrooms and other customer needs
 - Hangar, shop space and parts storage space if providing warranty maintenance and service

Specialized Commercial Aeronautical Operator (SASO)

- Includes, but is not limited to, the following activities:
 - Sightseeing flights beginning and ending at ICT
 - Banner towing and/or aerial advertising
 - Aerial photography and/or survey
 - Aerial Firefighting
 - Power line and/or pipeline patrol
 - Crop dusting, seeding, spraying, etc.
 - Air ambulance
 - Aircraft washing and detailing
 - Aircraft painting or upholstery or interior shops
 - Flight simulator training or ground schools
 - Aircraft restoration or refurbishment shops
 - Any other operations specifically excluded from FAR Part 135
- Appropriate Minimum Standards for such activities with respect to land leased, facilities required, personnel requirements, licenses and equipment required, hours of operation, and insurance coverage, shall be developed, on a case-by-case basis when needed, and shall be included in the Operator's agreement with WAA

Temporary Specialized Aeronautical Service Operator (SASO)

- The WAA recognizes that Aircraft Operators using the Airport may require specialized assistance with the maintenance of their aircraft and/or flight training of their pilots
- When such assistance is not available on the Airport by an existing Operator, the WAA may allow an Aircraft Operator to solicit and utilize the services of a qualified entity to provide those services
- If requested by the Aircraft Operator, WAA may issue a temporary 30-day permit to an entity to engage in specialized activities on the Airport. Renewal of the permit may be considered as needed
- Such permit shall require proper insurance, security clearances, evidence of certificates and licenses, etc.

Independent Flight Instructors

- An independent flight instructor may provide aircraft flight instruction at the Airport upon obtaining a Permit from WAA
- The permit shall require:
 - Proof of FAA licenses and certificates
 - Proof of liability insurance coverage
 - Successful clearance by the TSA for a security background investigation and threat assessment in order to access the General Aviation ramp
- Such instructors are not subject to Minimum Standards for facilities and equipment and hours of operation
- Ground school briefing/debriefing may be provided off-Airport or on-Airport in space subleased from an FBO, but such instruction shall not be conducted in public areas of the Airport

Commercial Hangar Operator (SASO)

- Engages in long-term sub-leasing of hangars to the public solely for the purpose of storing aircraft
- Hangars may be bay, individual, box, “T”, or any other combo approved by WAA
- Minimum Leasehold: 43,560 SF (1 acre)
- Minimum hangar size: 10,000 SF for an individual bay hangar; 10,000 SF for “T” with units no less than 750 SF each per building; 4,500 SF for a box; 2,000 SF for an individual hangar
- Aircraft Ramp: 1.0 times the size of largest hangar
- Common Customer Area: Air conditioned space no less than 450 SF with restrooms
- Hangars must be available to customers 24/7
- No transient aircraft storage
- Commercial activities are permitted if meeting standards and with prior WAA approval
- No fuel storage or dispensing permitted on premises except by FBOs
- No long-term storage of non-aircraft items (e.g., boats, RVs, snowmobiles, household goods, etc.)

Non-Commercial Private Hangar Operator

- Used only for storage and servicing of aircraft owned or exclusively leased and operated by a single hangar tenant
- Lessee of the hangar must be a single entity, and all aircraft based therein must be owned/leased by the same or directly related entity
- No subleasing or sharing of facilities is permitted
- No co-ops or condominium or other shared arrangements are permitted for facility occupancy or fueling or aircraft servicing
- Fueling or servicing of aircraft must be conducted by tenant's own employees, with its own equipment and resources, or it can be done by an FBO
- No commercial activity may occur on the leasehold
- Mobile fueling vehicles are not permitted; all fuel must be dispensed by fixed hose units located at on-leasehold fuel farm

Non-Commercial Private Hangar Operator

- Minimum leasehold: 43,560 square feet (1 acre)
- Minimum hangar: 10,000 square feet
- Minimum aircraft ramp: 10,000 square feet
- Minimum on-leasehold Fuel farm facilities: 10,000 gallons of Jet-A or 10,000 gallons of AvGas if using just one; if both, then must have total of 20,000 gallons

Non-Commercial Fractional Private Hangar Operator

- Private hangar facilities that are developed and operated on a shared ownership basis (e.g., condominium)
- May provide fueling and hangaring services only to owners of the facility and to aircraft based therein
- No commercial activities permitted
- Maximum of one owner per ownership unit
- No splitting of ownership interests per unit
- No less than 1,500 SF per owner
- No transient aircraft use permitted
- Minimum Leasehold of 43,560 SF; hangar of 12,000 SF
- 10,000 gallons storage per type of fuel used

Non-Commercial Private Flying Clubs

- An entity legally formed as a non-profit entity that operates on a non-profit basis so as not to receive revenues greater than the costs to operate, maintain, acquire, and/or replace aircraft, and restricts membership from the general public and does not advertise its availability
- A private flying club is not required to meet minimum standards
- Club shall furnish to WAA upon request its membership list, by-laws, insurance certificates, meeting minutes, etc., to evidence compliance with non-commercial and non-profit requirements
- Each member must have an ownership interest in the club
- Clubs shall not offer any commercial services, or conduct charter, air taxi, aircraft rental, or flight instruction. No member shall use club aircraft in exchange for compensation or payment. Flight instruction may only be to members, and only members of the club may be flight instructors. Club flight instructors may be compensated for their services.
- Ownership of the aircraft shall be vested in the name of the club or owned in equal shares by the members. Only members of the club may use club aircraft.
- No member shall receive compensation for services provided to the club unless such member is an authorized Commercial Operator (i.e., FBO or SASO)
- Any qualified aircraft mechanic who is a member of the club shall not be restricted from doing maintenance work on aircraft owned by the club